



**PRESS EVENT/  
PRESS ANNOUNCEMENT  
APPLICATION  
CITY OF MARIETTA**

**PARKS, RECREATION & FACILITIES DEPARTMENT**

1. Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
e-mail address/website \_\_\_\_\_
2. Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_
3. **Event Date** \_\_\_\_\_  
**Set-up Time** \_\_\_\_\_ **Tear down Time** \_\_\_\_\_  
**Event Start Time** \_\_\_\_\_
3. Name of Event \_\_\_\_\_  
\_\_\_\_\_
4. Purpose of Event \_\_\_\_\_  
\_\_\_\_\_
5. Location of Event \_\_\_\_\_
6. Rain Policy \_\_\_\_\_
7. Will any signs/banners be hung? yes \_\_\_\_\_ no \_\_\_\_\_  
Banner wording and location \_\_\_\_\_  
\_\_\_\_\_
8. How do you plan to publicize this event? \_\_\_\_\_  
\_\_\_\_\_
10. Please include a tentative schedule or agenda. This can be fine tuned as the date approaches. \_\_\_\_\_
11. List any electrical needs. Be as specific as you can, so we can contact our electrician if necessary. \_\_\_\_\_  
\_\_\_\_\_
12. Who is responsible for clean-up? \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number: day \_\_\_\_\_ night \_\_\_\_\_  
Fax Number \_\_\_\_\_

13. Will additional trash receptacles be needed? yes \_\_\_\_\_ no \_\_\_\_\_  
How many? \_\_\_\_\_
14. Is a parade/demonstration planned in connection with this event?  
yes \_\_\_\_\_ no \_\_\_\_\_  
Separate permit is required through the Marietta Police Department
15. Do you require security? yes \_\_\_\_\_ no \_\_\_\_\_  
Describe your needs \_\_\_\_\_  
\_\_\_\_\_  
Contact the Marietta Police Department
16. Do you plan to set up any temporary structures? \_\_\_\_\_  
Describe. List size, purpose and location \_\_\_\_\_  
\_\_\_\_\_

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Applicant Signature

Date

***For Parks and Recreation Use Only***

date received \_\_\_\_\_ received by \_\_\_\_\_ SE review \_\_\_\_\_ DH review \_\_\_\_\_  
initial

approved \_\_\_\_\_ date \_\_\_\_\_ denied \_\_\_\_\_ reason \_\_\_\_\_

Fee Paid if applicable:

Amount:

Date:

PF#